Embedded Help Content

KY MPPA includes embedded help content for each screen within the application. This guide provides an overview of the content and how to access each type of Help content.

Embedded Help Content

Screen Specific Help Content

KY MPPA contains embedded Help content on each screen within the application. To access the Help content for the particular screen, *click* on the Help icon *(question mark)* in the upper right corner of the screen. (See Figure 1)
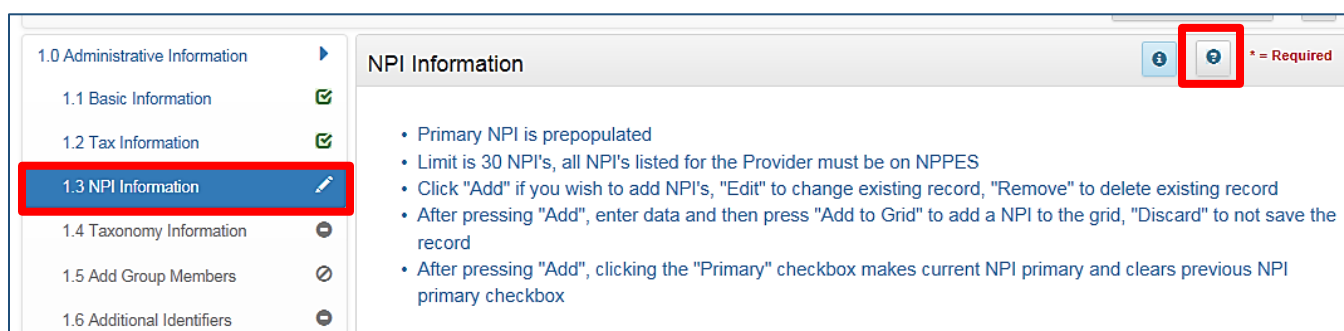

Figure 1: KY MPPA Help Icon

Clicking on the Help icon will open a pop-up window with content specific to the current screen. (See Figure 2)
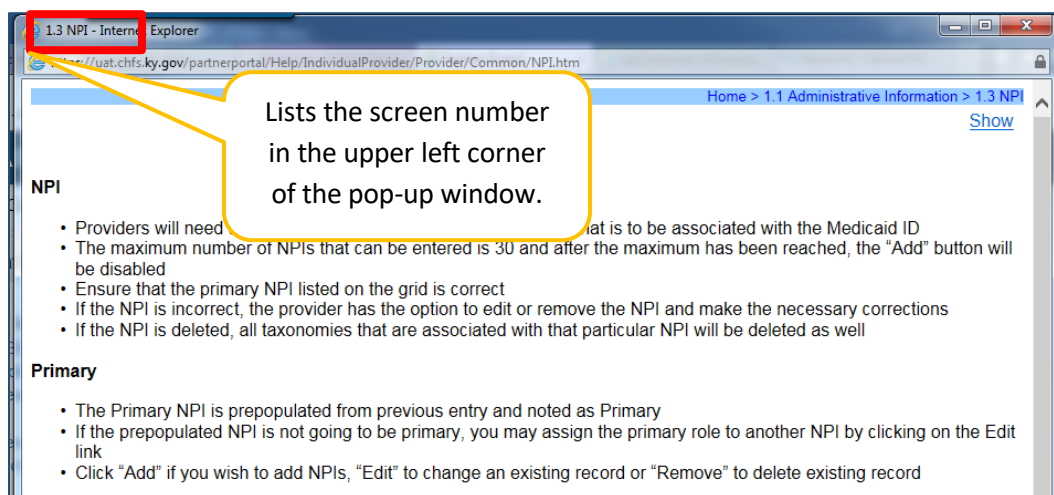

Figure 2: KY MPPA Help Pop-Up Window

Additional Help Content

Expanded Help content can be accessed from the the *Show* link on the screen specific pop-up window. (See Figure 3)
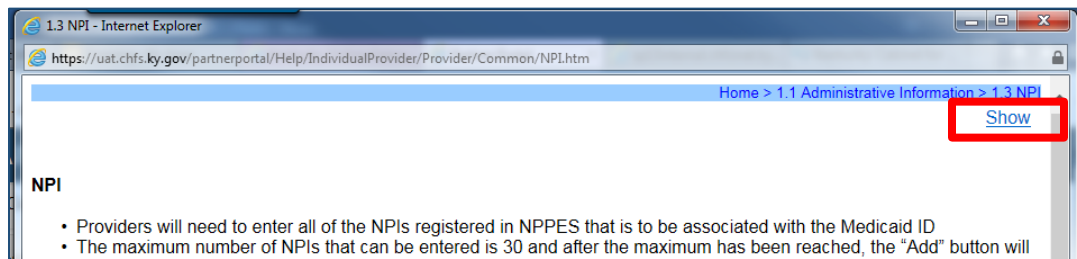

Figure 3: Show Link

Click on the *Show* link to open an expanded left-panel containing access to **Contents**, **Index**, **Search** and **Glossary**. (See Figure 4)
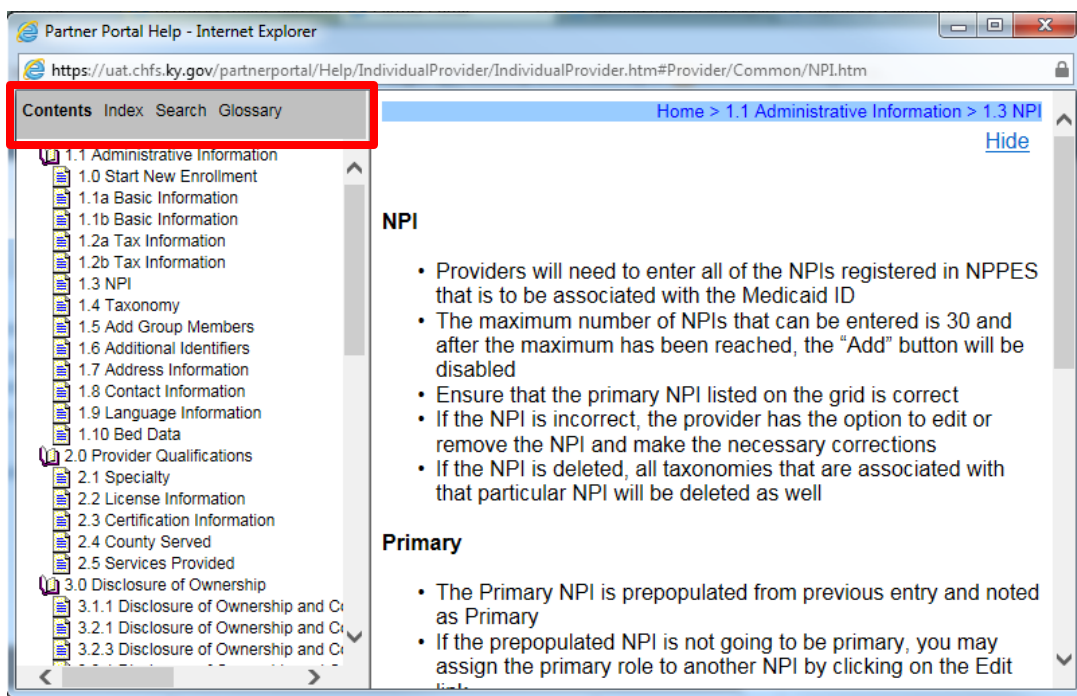

Figure 4: Expanded Help Content Menu

Contents

The **Content** section contains a hierarchy tree menu of all the screens within KY MPPA.

To access the screen specific Help content for any screen, *click* on the section title. (See Figure 5)
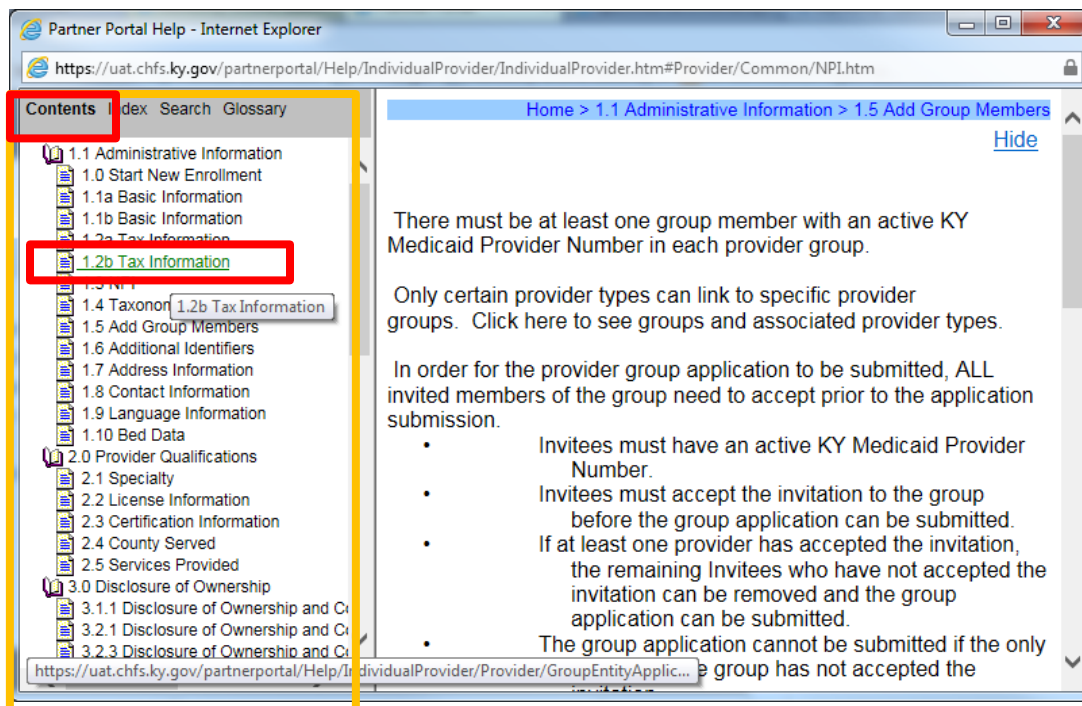
Figure 5: Contents

Index

The Index section provides the user with a list of terms with associated page or section numbers. These pages/section numbers may be where the information is entered into KY MPPA or where the screen specific Help content provides an explanation.

Click on the first letter of the term to see the list of applicable screens for the term in question.

Click on the term or the applicable screen *(multiple screens are listed if the term in included in multiple locations within KY MPPA)*. (See Figure 6)
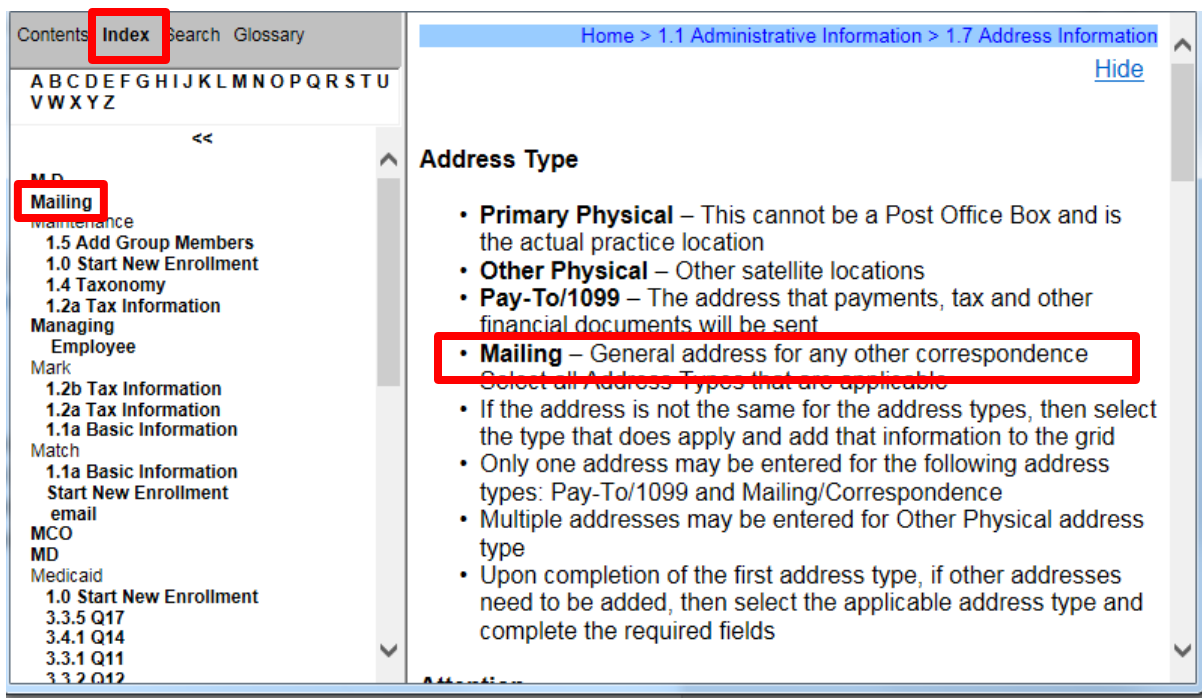
Figure 6: Index

Search

The **Search** feature will allow the user to enter the term or concept and will redirect the user to the appropriate Help content screen.

Glossary

The **Glossary** provides a list of terms along with their definitions and can be accessed by clicking on the first letter of the term.